

**POSITION TITLE:** FIRE LIEUTENANT  
**DEPARTMENT:** SAFETY  
**DIVISION:** FIRE

**CITY OF  
 BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Fire Captain

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Firefighter/EMT (up to 13)

DIRECT: 10-13

INDIRECT: 0

**POSITION FUNCTION**

This hourly, non-exempt position is responsible for ensuring effective day-to-day operations of shift personnel; commanding shift in absence of Fire Captain; assisting shift commander with training and supervision.

**JOB RESPONSIBILITIES**

- Responds to fire alarms to control and extinguish fires
- Responds to calls for Emergency Medical Assistance
- Operates fire and EMS dispatch systems and telephones
- Cleans and maintains building and grounds
- Ensures proper operation of EMS and fire equipment
- Participates in training and education
- Prepares and submits accurate reports and documentation
- Participates in public relations activities
- Provides direction for and delegates tasks to firefighters
- Assists Fire Captain in ensuring platoon members comply with policies and procedures
- Performs other related duties as assigned

**PHYSICAL REQUIREMENTS**

Job requires incumbent to stand, walk, sit, talk/hear, use hands to finger/handle/feel, reach with hands/arms, and lift up to 50 pounds.

**REQUIRED SKILL SETS****Occupational/Technical Skills**

- Knowledge of arson and fire investigation
- Knowledge of Self Contained Breathing Apparatus maintenance
- Knowledge of Emergency Medical Services procedures and protocols
- Ability to use spreadsheet, database, word processing and selected job-specific software
- Ability to use specialized tools and equipment for firefighting, Emergency Medical Services and communication
- Must maintain a valid Ohio Driver's License and have the ability to drive
- Must be able to rotate through all job duties.
- Must maintain valid Ohio Professional Firefighter and EMT certifications

**Administrative Skills**

- Ability to analyze and resolve situations and problems
- Ability to set goals and develop strategies and schedules for meeting them
- Ability to plan, organize, assign and direct work of staff
- Ability to properly assign responsibilities to meet objectives
- Ability to effectively coordinate activities of others to meet objectives
- Ability to handle multiple priorities and projects
- Ability to keep clear and accurate records and reports

**Cognitive Skills**

- Ability to deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to make timely, sound decisions
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form
- Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals

Ability to interpret professional periodicals and journals, technical procedures, and government regulations

Ability to interpret complicated policies, procedures and protocols

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

**Communications Skills**

Ability to let people know of decisions, changes, and other relevant information in a timely fashion

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to deliver effective presentations

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to use appropriate style, format, and tone in informal and formal business communications

Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary

Ability to prepare clear and concise reports, correspondence and other written materials

**Interpersonal Skills**

Ability to use tact and discretion

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors

**Leadership Skills**

Ability to take charge and initiate actions

Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals

Knowledge of administration and supervision of staff and activities

**DESCRIPTION OF WORKING CONDITIONS**

Work is performed in conditions of fumes, odors, poor ventilation, sudden temperature change, around mechanical hazards and moving objects. The activity schedule is irregular and onsite stress can be high. Must be available to work overtime, on weekends and holidays. Must be able to work outdoors in all weather conditions and to operate a vehicle in all weather conditions. Must be able to work indoors in all temperatures.

**EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS**

Two-year college certificate or equivalent; Ohio Professional Firefighter certification, Emergency Medical Technician certification; five to seven years of relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.